



ADMINISTRATIVE POLICIES

SECTION: 800 – Property Management		POLICY #:	801
TITLE: Scheduling and Use of Marion County Facilities		PROCEDURE #:	801-A
		ORDER #:	07-280
DEPT: Business Services		DIVISION:	Facilities Management
ADOPTED: 2/81	REVIEWED: 8/22	REVISED:	11/22

PURPOSE: To establish policies and procedures for the scheduling and use of Marion County facilities. The facilities are available primarily for Marion County departments and their related programs. To the extent possible, as a public entity, Marion County is accessible to community groups and organizations as space allows and the needs are compatible with the County’s mission and goals.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

APPLICABILITY: Users of County facilities

GENERAL POLICY: It is the general policy of Marion County to ensure safe, secure, and appropriate uses for Marion County facilities. This policy sets priorities for facilities usage, define scheduling procedures, and establishes charges (if any) for facility use.

POLICY GUIDELINES:

- 1.1 Scheduling must occur with the departments having jurisdiction over the room or facility. As such, is in charge of ensuring the scheduling and planning is completed in accordance with the applicable Oregon Administrative Rules, Oregon Revised Statutes, as well as State and local rules.
 - 1.1.1 Activities in no way violate the purposes, property, policies, procedures, regulations as well as local, state, and federal laws. All organizations are expected to follow the rules and regulations governing the specific facility being used. Permission to use the facility does not imply endorsement, sponsorship, or support by Marion County.
 - 1.1.2 Sponsoring individuals or organizations are the persons or groups who request the space and are therefore financially responsible for paying fees, deposits, and repair charges for using Marion County facilities.

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- 1.1.3 Marion County employees cannot use their privilege as employees to reserve facilities for non-county use.
- 1.1.4 For the Senator Hearing Room, Salem, and Aurora conference rooms located in the Courthouse Square building, jurisdiction is shared equally between Marion County and the Salem Area Mass Transit District (Cherriots). The scheduling of Marion County and Salem Area Mass Transit District (Cherriots) meetings, events, and Board Sessions have the highest priority in the Senator Hearing Room and related conference rooms (Salem and Aurora).
- 1.1.5 For the purpose of efficiency, scheduling of these rooms may be delegated to one entity that uses or schedules the conference rooms on a regular basis. Marion County Board's Office schedules the use of the Senator Hearing Room and related conference rooms.
- 1.2 Priority for facility use will be in the following order:
 - 1.2.1 Marion County and, if in Courthouse Square, Salem Area Mass Transit District (Cherriots). (See 1.1.5 above)
 - 1.2.2 Other government entities and collaborative groups may request usage through the department head or elected official having jurisdiction over the space.
 - 1.2.3 Additionally, non-profit corporations or groups, including community organizations, hobby/youth groups and clubs, educational, counseling or support groups or homeowners' associations.
- 1.3 Use of rooms or facilities is only allowed during a department's regular working hours, with exceptions for after hour usage with the approval of the department head for the department having jurisdiction of the room or facility.
 - 1.3.1 Generally, once space has been reserved and confirmed, groups will not be rescheduled or moved. However, Marion County reserves the right, as its discretion, to move any group to another facility or reschedule an event to accommodate the needs of groups assigned a higher use priority by this policy or due to safety and or security reasons.
 - 1.3.2 Marion County is scheduled to be closed for 10 designated holidays (<https://www.co.marion.or.us/HR/Pages/paidtimeoff.aspx>)
 - 1.3.3 Outdoor events with amplification must comply with local sound ordinance and Marion County policy.
- 1.4 Use, sale, purchase, possession, distribution, manufacture, or consumption of alcoholic beverages in any county facility, its adjacent grounds or parking lots is strictly prohibited.
 - 1.4.1 An exception is made when the alcohol containers are sealed and in a private

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vehicle or are purchased or collected in conjunction with a Marion County authorized fundraiser. (See Policy 518 Drug & Alcohol-Free Workplace)

- 1.5 Smoking, vaping, smokeless tobacco, and marijuana are strictly prohibited in all facilities and grounds. Additionally, per ORS 433.835-870, no smoking or vaping within 10 feet of building entrances, exits, windows, accessibility ramps or air intake vents.
- 1.6 A deposit for the reasonable cost of security and cleaning may be charged to room and facility users. If a dispute arises as to whether a charge is reasonable, the person requesting use of the facility may request review by the Chief Administrative Officer (CAO) whose decision shall be final.
- 2.0 No activity that may be disruptive to others present in the building will be allowed, for example, those involving loud music, loud noises, or offensive smells.
- 3.0 No function will be allowed which violates any Marion County policies, ordinances, city ordinances (if within city limits) or state statutes.
- 4.0 The department head with jurisdiction over the room or facility, or the County's Risk Manager, reserves the right to deny use of the facility or to require proof of general liability insurance if the proposed function is deemed to pose significant risk to the county, its employees, officials, other persons, or property. General liability insurance must be endorsed to name Marion County as an additional insured on the policy issued by a carrier authorized to do business in the state of Oregon, subject to approval by the Risk Manager. If the event takes place in Courthouse Square, the Salem Area Mass Transit District and Courthouse Square Condominium Association will be named additional insured, as well.
- 5.0 Department heads are responsible for developing procedures for the use of facilities and rooms within their jurisdictions pursuant to the guidelines set out in this policy.
 - 5.1 After use, Department Heads or their representative(s) are to inspect and ensure that the facility and rooms within their purview are left clean, without damage, and in the original configuration as designated for each room.
- 6.0 Related Laws and Policies
 - 6.1 All groups must comply with all local, state and federal laws as well as pertinent Marion County Policies such as but not limited to noise ordinances, occupancy limitations, freedom of expression areas, alcohol, smoking solicitation, weapons, political activities, filming, and special event security. Marion County Administrative Policies and Procedures can be found at: <https://www.co.marion.or.us/BOC/Pages/policies.aspx>
- 7.0 This policy will be reviewed at least every three years, or more often if needed, and updated as necessary.

Reviewed: 10/22 TG